



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date February 16, 1982	1. Agency Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Capitol Sq., Atlanta, Ga. 30334	Application Number 397-A	
Application Number 219		Date Received FEB 19 1982	Date Completed MAR 3 1982
2. Person to Contact John A. Cobb, D.V.M. <i>JAC</i>		Working Title State Veterinarian	Telephone Number 656-3671
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>397</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) Swine Herd Laboratory Test Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in cattle, and brucellosis in swine; receives affidavit from herd owners requesting certification, registration of validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation and/or re-validation certificates on selected anniversary date each year after first qualification.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: Brucellosis Test Record - ANH 4-33 Veterinarians Application to Perform Services - BD-15 Permit to Move Disease Animals - Form Ga. 27 Quarantine Certificate (no number) and Quarantine Release (Letter-no number) Files are arranged alphabetically by Farm or by Owner File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3 daily</u> ; Seven to twelve months old <u>6 wkly</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>1/2</u> ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>7</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. Files contain history of herd animals. Animals live to be 7 years old; therefore, files must be kept for life of an individual animal in order to have a complete health profile.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 7 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Sikes</i>	2/16/82	<i>Ellis D. Sikes</i>	2/16/82

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	3-2-82
Secretary of State/Designee	<i>Carroll Hunt</i>	3-1-82
Attorney General/Designee	<i>[Signature]</i>	3-2-82

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)